

# Pelsu

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KOy Mikkelin

Tietotaitokortteli  
(Yliopistokeskuksen  
päärakennus)



KOy Mikkelin Tietotaitokortteli (Yliopistokeskuksen päärakennus) action guide

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Updater

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# 1 Action guidelines

The following pages contain a guide on accident prevention and on how to act in accident and danger situations. **Read the action guide carefully!**

The correct actions, solutions, and choices prevent and limit accidents. This way accidents can be minimised or they can be prevented altogether.

**Safety and security are our shared concern!**

## 1.1 Alerting help

In all urgent emergency situations, whether it be a police, fire department, paramedic, or a social worker case involving an urgent need for help CALL THE EMERGENCY NUMBER: 112

### **Call the emergency number yourself if you can**

It is important to make the emergency call yourself, if the matter concerns you. The victim has more knowledge on the situation, based on which the dispatcher can send help accordingly. Using middle-men to make the call can delay getting the right kind of help on site.

### **Tell what happened**

The emergency centre dispatcher will ask the caller about what happened so that they can send the appropriate assistance.

### **Give the exact address and municipality**

The emergency centre might have several same addresses in different municipalities/cities in its service area. Therefore it is also important to know the name of the town/city/municipality where the accident has taken place.

### **Answer the questions that are asked of you**

The questions asked by the dispatcher are important. They do not delay alarming for help. In urgent cases the dispatcher already alerts the authorities and other partners during the call, and gives them more information on what has happened.

### **Act according to the information given to you**

The dispatcher is trained to give instructions in various types of situations. It is important to follow the given instructions. Correct initial actions often play an important role in the end result.

**End the call only after you're given permission to do so.**

Ending the call too soon may delay the help from arriving. After you are given the permission to end the call, end it. Keep the phone line open. The dispatcher or the help on its way may need additional information on what has happened.

In an emergency, the rescue department shall be guided as follows:

To the Lönnrotinkatu entrance (to the fire alarm)

## **1.2 Sudden illness or accident**

### **Clarify and check**

- What has happened?
- Check the person's condition (do they wake up, are they breathing?)

### **Give first aid if needed.**

- Turn an unconscious but breathing patient into the recovery position on their side.
- If the person is not breathing, start with first aid.

### **Make an emergency call.**

- Call the number **112**.
- Tell where you are calling from. **Lönnrotinkatu 5, 50100 MIKKELI**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

## 1.3 Fire

### Save and warn

- Rescue those in immediate danger and warn others.
- Direct people to the gathering area.

### Extinguish and contain

- Try initial extinguishing and avoid smoke. Do not put yourself in danger.
- Contain the spreading of the fire and smoke by closing the windows and doors that lead into the fire area.

### Alert

- Alert the fire department by calling **112** from a safe location.
- Say where you are calling from, where the fire is (address and floor) and if there are people in danger.
- Do not hang up the phone until you are given permission to do so.

### Guide

- Direct the rescue personnel to the location.
- In an emergency, the rescue department shall be guided as follows: To the Lönnrotinkatu entrance (to the fire alarm)

### Using the lift in the event of a fire is strictly forbidden!

In evacuation situations the gathering area is: Yard area by the cannons

Back-up gathering area: Mikkeli Cathedral

The additional gathering area may provide shelter in severe weather conditions, for example.

## 1.4 Fire action guide, when safe exits are blocked

Sometimes a fire in another location prevents safe exit from the building. In these cases it is smartest to stay in a smokeless space and keep all doors and other openings closed.

**Stay in the fire compartment that you are in.**

- It is safe to stay behind the fire door. Fire doors withstand fire for at least half an hour.
- Jumping from a height has fatal consequences, remaining in a smoke-free area does not.

**Go to a window and attract attention. If you do not manage to do this, let people know your location by calling 112.**

**Follow directions from the authorities.**

## **1.5 Action in the gathering area**

**Gathering area: Yard area by the cannons**

When people have left the building and proceeded to the gathering area, the representative of the personnel begins to direct activities. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity.

No-one may leave the gathering area without the permission of the person responsible for the gathering area. Activity in the gathering area is directed by the building's safety personnel. The safety personnel give information on the progress of the situation and notify when it is permitted to return into the property.

Factors to bear in mind in the gathering area:

- remove nearby fire-sensitive objects and flammable substances.
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

### **Back-up gathering area**

**Back-up gathering area: Mikkeli Cathedral**

If the gathering area is not safe, then people are to move on to a safe back-up gathering area defined separately by the protection managers. If required, the authorities will also indicate shelter locations for longer-term shelter.

## **1.6 Assisting people with reduced mobility in emergency situations**

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. Try to help them as much as you are able to.

### **Things to consider when helping people with reduced mobility**

- Help a person with reduced mobility within the limits of your own capabilities.
- Take care of the person you helped also after getting out.

## **1.7 Water damage**

### **Action guide**

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the housing manager: Ari Liukkonen, tel. 044 0655060
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room
- Heat distribution room: In the basement
- Electricity switchboard: In the basement

### **Should there be threat of water outside the building**

- Inform property maintenance and, if needed, the emergency centre on **112**.

## **1.8 Under threat of violence**

**In an unarmed threatening situation, act in the following way.**

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.



Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

**If the threatening person is armed, act in the following way.**

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

## **1.9 Bomb threat**

A bomb threat is often unfounded and made by a disturbed individual, but it should always be taken seriously, and each threat should be notified to the police. In this situation, it is important to keep calm.

If you receive a bombing threat call, remain calm and act in the following manner:

Listen calmly to the message of the person presenting the message:

- What
  - Where
  - When
  - How
  - Who
- 
- Make precise notes during the call.
  - Make a clear notification of the call to the 112 emergency centre.
  - Without delay, make a clear notification regarding the call to the security personnel, who will assess follow-up measures.
  - Begin necessary actions in line with the orders you receive.

In situations which are serious or urgent, the whole building will be evacuated at once:

- Move to the meeting point as per the directions.
- Take a phone, key, rucksack and your essential personal effects with you.
- At the meeting point, act according to the instructions you receive.

## **DO NOT TOUCH FOREIGN OBJECTS; LEAVE INFORMING ABOUT THESE FOR THE POLICE AND MANAGEMENT**

### **A suspicious object or threatening letter**

- Do not touch the object.
- If the item in question is a letter or other such object that you have handled, pay attention to the places you have touched and place the letter in a plastic pocket, for example.
- Immediately notify the personnel responsible for safety and security on your premises or property (cf. chapter on safety and security personnel) as well as the police in the emergency number 112.
- Isolate the area as well as possible. Keep in mind possible police investigations (fingerprints and footprints are first-class evidence).
- Do not panic. Act according to the instructions from the police and the safety personnel.

## **1.10 Public warning signal**

**The public warning signal** is a one-minute-long ascending and descending tone or a warning announcement by the authorities. The length of the ascending and descending tones is 7 seconds. The public warning signal means an immediate danger threatening the public.

**The All Clear signal** is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

### **Act in the following way after you've heard the public warning signal**

- Move inside. Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent phonelines from getting jammed.
- Do not leave the area without encouragement from the authorities.

## Gas hazard

### Public warning signal in danger situations concerning gas

#### Do the following

- If you are indoors and can smell gas:
  - stay inside, get to the top floors and listen for further information on the radio
  - place a wet cloth over your mouth and breathe through it
- If you are outside when you smell gas but are not able to get indoors:
  - hurry into side wind from underneath the gas cloud
  - try to get as high as possible, for example to the top of a hill

#### Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly.
- You can also close or tape inside doors and stay in upwind areas.
- If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.

## Radiation hazard

### A public warning signal will be given in the event of a radiation hazard.

#### Go inside

- Close doors, windows, ventilation holes, and air conditioning devices.
- **The best shelter is in the central sections and basement of the building. Take iodine tablets only when advised to do so by the authorities (there should be two iodine tablets per person).**

#### Avoid moving outside

#### Additional instructions

You will get additional information from your city's rescue authorities, from broadcast media, and from Yle's (the Finnish Broadcasting Company's) Teletext page 867. You can also find information from the Finnish Radiation and Nuclear Safety Authority's website [www.stuk.fi](http://www.stuk.fi) and the website of the rescue authorities [www.pelastustoimi.fi/turvatietao](http://www.pelastustoimi.fi/turvatietao).

## 1.11 Blackouts

In the event of a power cut, the safety lights will remain on.

Using lifts during a power cut is not possible.

Action during a power cut

Electricity is down in the operating premises, but the lights of public areas are still working

- If possible, check the fuses in the operating premises' own electrical switchboard.
- If the problem was not solved, contact property maintenance (tel. 040 5151113).

Electricity is down in both the operating premises and the public areas

- Use a torch
- Direct others, if so needed.

Action during a power cut

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Electricity is down in both the operating premises and the public areas

- Use a torch
- Direct others, if so needed.

Sähkökatkon sattuessa myös hissit pysähtyvät. Mikäli jäät hissiin jumiin sähkökatkon tai muun vian vuoksi, toimi seuraavasti:

Contact the lift maintenance emergency line:

- by mobile phone - (KONE, 0800 15063)

When necessary, you can call the general emergency number 112.

## 1.12 Action in a firearm situation

- Leave the danger area, if it is safely possible to do so.

### **If leaving is not safe:**

- Go into a classroom or an equivalent room
- Lock the door or move furniture in front of the doors or doors so that the handle of the door cannot be used
- Pile up furniture in front of the door
- Turn off the lights
- Go and lie down next to the wall by the door if the material of the wall is e.g. brick or concrete or find some otherwise safe place
- Call the emergency centre on 112 and tell them about the situation. Give the floor and the number of the room or classroom
- Otherwise avoid using the phone
- If there is smoke in the corridors, do not go into smoky corridors but stay in the classroom and try to fill in any possible gaps with wet clothes or other such things
- Await further instructions from the police/rescue authorities/the staff of the school
- Act in accordance with the further instructions